



Sam Houston State University

A Member of The Texas State University System

OFFICE OF ACADEMIC PLANNING AND ASSESSMENT

CourseLeaf Catalog: Out-of-Cycle Update Request

College: _____

Other: _____

Department: _____

Catalog: _____ (Ex: 2020-2021)

Update Type Needed	Page URL

Tab(s): _____ Section Header(s): _____

Required: Attach a tracked change document of the catalog page that is needing updates, when submitting to Academic Planning and Assessment.

Provide the following:

- a) Justification for needed update
- b) Reason update was missed during the catalog review cycle.

Chair Signature: _____ Date: _____

Dean/Director Signature: _____ Date: _____

OAPA Signature: _____ OAPA Completion Date: _____

Date sent to: Degree Works: _____ Advising: _____